

Professional and Managerial Branch
Personnel Administration Group
Safety Series

SAFETY ANALYST

09/00 (REB)

Summary

Under direction, as principal staff expert provide functional oversight of safety activities for a large or diverse operations department.

Typical Duties

Plan, develop, implement and coordinate safety training. Involves: meeting with management to identify training and policy needs; scheduling, directing and conducting sessions on general or unit-specific safety techniques and equipment; selecting training or informational materials for purchase; arranging for outside speakers or trainers; maintaining records of attendance compliance; maintaining own appropriate training and safety certifications, as instructed by management; overseeing safety awards program; conferring with public safety or regulatory agencies to ensure and document compliance with regulations.

Plan, develop, implement and coordinate safety inspections or allied analyses. Involves: directing or performing on-site safety inspections as qualified to evaluate operation for unsuitable general or occupationally specific practices or facilities; informing supervisors and line employees about safety procedures; conducting or assisting in on-site and post-incident accident investigations; preparing written and photographic documentation of findings; representing department regarding safety issues within authorized limits when conferring and corresponding with interested parties to accidents to gather information or respond to inquiries and giving depositions or testifying in court; monitoring accident patterns to identify trends and suggest preventative measures; composing or revising safety manuals and policies within designated limits; maintaining contact with pertinent academic, professional or City organizations to facilitate mutual assistance and keep abreast of current applicable safety research, and allied new or pending policies, practices and regulations.

Supervise assigned staff. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting job training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants and recommending selections for hire.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting within authorized limits for supervisor, coworkers or subordinates as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under general supervision; logging activities, and preparing recurring or special activity or status reports.

Minimum Qualifications

Training and Experience: A Bachelor's Degree from an accredited college or university in Business or Public Administration, Risk Management, Psychology, Engineering, or a related field plus (2) two years professional experience in identifying, reducing or eliminating hazards in work methods and environmental conditions; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: accident prevention concepts and practices; defensive driving techniques; occupational hazards and safety standards; accident reporting and investigation procedures and analysis; applicable safety and health laws; personal protective equipment. Some knowledge of: Workers' Compensation laws; insurance claims preparation; supervisory practices and techniques.

Ability to: establish and maintain effective working relationships with employees, supervisors, department heads, outside agencies and the general public; comprehend and explain laws, regulations and policies; identify, describe and document violations of safety rules and regulations; evaluate situations and problems impartially and objectively; immediately make logical decisions to minimize imminent hazards; communicate effectively both orally and in writing;

gather and analyze data; maintain records and prepare reports; plan and conduct formal and informal training courses; perform mathematical calculations.

Skill in the safe operation and care of: personal computer or network workstation and generic office productivity software; audio-visual and other teaching aids; motor vehicle.

Physical Effort and Work Environment: Frequent: moving over uneven work site terrain which includes climbing stairs and ladders; exposure to varying weather conditions; driving through city traffic.

Licenses and Certificates: Valid Texas Class "C" driver's license, or equivalent issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL